

## Access to Personal Information

### Your Rights

We use information about you to provide you with services. You have the right to ask for a copy of the information we hold about you. This form should help you to give us all of the details we need to provide you with the information you are looking for.

We will not be able to give you information which identifies other people unless they agree to it or we think it is reasonable to give you the information without their agreement.

### The Application Form

- Section 1** Asks you to give details about the person whose information is being requested. We have a duty to ensure that the information we hold is secure so we must be satisfied that you are who you say you are. You should complete this section if the request is for yourself. If the request is for someone else including a child, their details should be supplied here.
- Section 2** Asks you to provide evidence of your identity and relationship if appropriate by producing official documents, one of which **must be** photographic evidence. (Between them they will show your name, date of birth and current address). Photocopies are preferred.
- Section 3** Asks you to identify which particular department you want to request your information from and what specific information you are looking for.
- Section 4** Must be signed by you, if the request is about yourself.
- Section 5** Must be completed if you are acting on behalf of an adult (aged 18 or above) and signed by both yourself and the adult.
- Section 6** Must be completed by you if you are acting on behalf of a child. If the child is aged 12 or above they also need to sign this section.

When you have completed and checked this form, send it together with copies of the required identification to:

The Data Protection Officer  
Newcastle City Council  
Civic Centre  
Newcastle upon Tyne  
NE99 2BN

**Section 1: Details of the person whose information is being requested**

Please use block letters.

Title (tick box if appropriate): Mr  Mrs  Ms  Miss  Master

Other title (eg Dr, Rev'd etc): \_\_\_\_\_

Surname/family name: \_\_\_\_\_

First name(s): \_\_\_\_\_

Maiden/former names: \_\_\_\_\_

Gender (tick box): Male  Female

Date of birth: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Previous address(s): \_\_\_\_\_

\_\_\_\_\_

Home Telephone number: \_\_\_\_\_

Mobile Telephone number: \_\_\_\_\_

Email Address \_\_\_\_\_

## Section 2: Proof of Identify

### If this application is for yourself:

Your application must be accompanied by **two** official documents which between them show your name, date of birth and current address. One document must have your photograph on. If this is not possible please provide a note of explanation and another form of identity.

Acceptable documents include: passport, driving licence, medical card, birth certificate/adoption certificate, recent utility bill confirming current address dated within the last two months. Photocopied documents are acceptable. **Now proceed and complete sections 3 & 4.**

### If you are making a request on behalf of another adult:

Please note you can only request information about another adult if you have their permission. If they are happy to do this they need to sign a declaration in section 5 of this form. In addition the application must be accompanied by **two** official documents which between them show the other adult's name, date of birth and current address (one document must have their photograph on. If this is not possible please provide a note of explanation and another form of identity).

Acceptable documents include: passport, driving licence, medical card, birth certificate/adoption certificate, recent utility bill confirming current address dated within the last two months. Photocopied documents are acceptable. **Now proceed and complete sections 3 & 5.**

### If you are making a request on behalf of a child:

Please note you can only request information about a child if you have parental responsibility for that child. Also children aged 12 or above are required to give their permission\*. If they are happy to do this they must sign the declaration in section 6 of this form. In addition the application must be accompanied by **three** official documents, one of which must prove your relationship to the child. (We will accept copies of a birth/ adoption certificate or documentary evidence of an approved child benefit award). The other two documents should confirm your name, date of birth and current address (one document must have your photograph on – if this is not possible please provide a note of explanation and another form of identity).

Acceptable documents include: passport, driving licence, medical card, birth certificate/adoption certificate, recent utility bill confirming current address dated within the last two months. Photocopied documents are acceptable. **Now proceed and complete sections 3 & 6.**

\*Requests for children's records aged 12 or above should be accompanied by the child's consent. If this is not possible please enclose a letter explaining the circumstances and the Council's Data Protection Officer will consider if we can accept your application.

### Section 3: Information Requested

We could hold and use information about you for a variety of purposes, some of which are listed below. It will help us to deal with your request if we know which service and what information you are seeking. Please tick the box(es) and tell us as fully as you can the personal information you are seeking.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Adult Social Care | <input type="checkbox"/> Children's Social Care (Social Services) | <input type="checkbox"/> Human Resources       |
| <input type="checkbox"/> Benefits          | <input type="checkbox"/> Children's Contact Point                 | <input type="checkbox"/> Licensing             |
| <input type="checkbox"/> Council Tax       | <input type="checkbox"/> Children's Education related             | <input type="checkbox"/> Planning              |
| <input type="checkbox"/> Housing           | <input type="checkbox"/> Children's Adoption records              | <input type="checkbox"/> Other (specify below) |

Describe what information you would like:

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Continue on a separate sheet if necessary. If you are seeking a specific piece of information please say this as it may enable your request to be dealt with more quickly.

### Section 4: Declaration

I request that you provide me with a copy of the personal data about me which you hold for the purposes I have indicated above. I confirm that I am the person listed in Section 1

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

If you intend to use an advocate on your behalf please give us the following contact details:-

Advocate Name \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email Address \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Please advise how you would like us to respond to you request

Telephone  Post  Email

**Section 5: Declaration if you are applying on behalf of an Adult (18 or over)**

I confirm that I am acting on behalf the person identified in section one and have enclosed forms of identification for both them and myself, as listed in Section 2.

My details are as follows:-

Full Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone Number \_\_\_\_\_

Relationship to Adult \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please advise how you would like us to respond to you request

Telephone  Post  Email

**You must also prove that you have consent to request information about this person on their behalf by them completing the following:-**

**To be completed by the person whose information is being requested.**

**Declaration**

I understand that the person named above has asked on my behalf for details of information held on me by Newcastle City Council and hereby authorise its disclosure.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

If for any reason this is not possible please enclose a letter explaining the circumstances and the Council's Data Protection Officer will consider if we can accept your application.

## Section 6: Declaration if you are applying on behalf of a Child

I confirm that I am acting on behalf of the child identified in section one and have enclosed forms of identification and proof of relationship as listed in Section 2.

My details are as follows:-

Full Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone Number \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please advise how you would like us to respond to you request

Telephone  Post  Email

**Information requests for young people aged 12 or above also require the consent of the young person by them completing the following:**

**To be completed by the young person (aged 12 or above) whose information is being requested**

### Declaration

I understand that my parent/carer has asked on my behalf for details of information held on me by Newcastle City Council Yes  No

I understand that I can ask for this information directly without my parent/carer's help and that it can be sent to me directly if I want Yes  No

I give consent for my parent/carer to have access to information held about me by Newcastle City Council

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

If for any reason this is not possible please enclose a letter explaining the circumstances and the Council's Data Protection Officer will consider if we can accept your application.

**For Official Use Only:**

Form received by: \_\_\_\_\_

Date received: \_\_\_\_\_

Verification/letter of authority attached: Yes  No

Date sent to DPO: \_\_\_\_\_

Date received by DPO: \_\_\_\_\_

Verification of ID/relationship: Yes  No

Authorisation checked by DPO: Yes  No

Case Reference Number: \_\_\_\_\_

If original documents, date copied and returned: \_\_\_\_\_

Date acknowledgement letter sent: \_\_\_\_\_

Date 40 calendar days expires: \_\_\_\_\_

Date sent to relevant directorate: \_\_\_\_\_

Officer's name: \_\_\_\_\_

Date response completed and sent: \_\_\_\_\_